

RECIPROCAL MEMBERSHIP FORM

NOTE: Please complete this form with 1 passport size photograph and submit to Lending Services Counter, Level 1.

FAMILY NAME					
FIRST NAME					
MIDDLE NAME					
TITLE	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr./Assoc.Prof./Prof.
IC NO. /PASSPORT NO.					
STUDENT ID NO.					STAFF SERIAL NO.
PATRON GROUP	<input type="checkbox"/> SU STAFF				<input type="checkbox"/> SU STUDENT
	COURSE DETAILS: SCHOOL:..... COURSE:.....				
ADDRESS (CORRESPONDENCE)				POSTCODE	
ADDRESS (PERMANENT)				POSTCODE	
TELEPHONE	HOME		MOBILE		EXT
INSTITUTION EMAIL ONLY					
I _____ agree to the Community Use Rules of the Library and Learning Commons. If an item is damaged or lost, I agree to pay the fines, processing fees and cost of the item(s).					
SIGNATURE OF APPLICANT				DATE	

FOR SUNWAY CAMPUS LIBRARY USE

Details certified correct:

 (Name) (Signature) (Date)

FOR LIBRARY AND LEARNING COMMONS USE

EXPIRY DATE OF MEMBERSHIP: _____ MEMBERSHIP NO ASSIGNED: _____

Details certified correct:

 (Name) (Signature) (Date)

Monash University Malaysia, Reciprocal Member

Membership

Membership is open on application to academic and administrative staff and registered students from both Sunway Campus Library and Monash University Malaysia, as well as exchange students from Monash University. The following categories will be excluded: external members, part-time research assistants and alumni. No fees or deposits will be required. Reciprocal borrowing membership is for 6-month periods, January-June, and July-December. All membership expires on 30 June and 31 December respectively. Upon expiry, member needs to renew membership at Sunway Campus Library.

Loan privileges below are extended to Monash University Malaysia staff and students through the [reciprocal borrowing scheme](#) with Sunway Campus Library.

Item / Member	Staff	Student
Book	5 items, 30 days, 2 renewals	5 items, 2 weeks, 2 renewals

Library fines and penalties

Fines are charged if you return items late. Open stacks books from Levels 2 and 3 should be returned before the due date using the **Book Return** outside the library.

If you have lost items or unpaid fines, your library membership will be suspended, and you will not be able to borrow, renew your loans or place a hold. If you have lost an item, please contact staff at lending services.

Charges for overdue and lost library materials

Category	Penalty
Standard loans	RM1.00 per item per day
Lost or damaged items	Current cost of the materials plus RM10.00 processing fee plus outstanding fines

Please note: Library fines accrue for overdue items for all library users. You will prevent accruing fines by:

- Checking your due date slip for items borrowed.
- Regularly checking your [My loans](#) in [Search](#).

Library notices

Library notices are sent to users via their Monash email accounts. Users should check their email regularly for library notices.

- A **courtesy notice** is sent 3 days before an item is due.
- An **overdue reminder** is sent 1 day after the due date.
- A **final reminder** is sent 30 days after the due date.
- For **hold** items, a notice is sent to inform the patron that the item is available to be collected. It must be collected within 3 days at the Lending Services Counter on Level 1.
- An **item available notice** is sent to patrons who request for purchase of new titles when the item is available.

Termination of Membership

Termination of reciprocal borrowing membership of reciprocal borrowers will be effected by:

- A request for withdrawal of membership by the reciprocal borrower
- Expiry of reciprocal membership for more than 6 months
- Being informed by the Library of the withdrawal of students from the Institution
- Resignation by or termination of employment of staff of the institution